

Enrolling in a Payment Plan in TouchNet

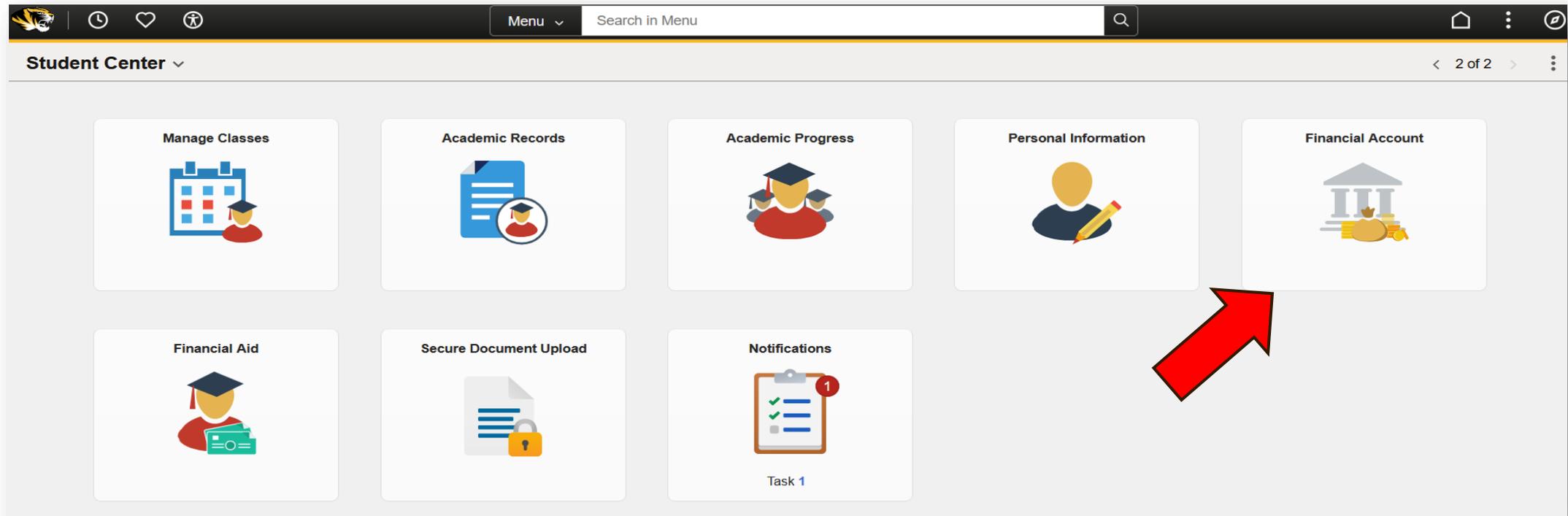
Step-by-Step Guide



Cashiers Office
University of Missouri

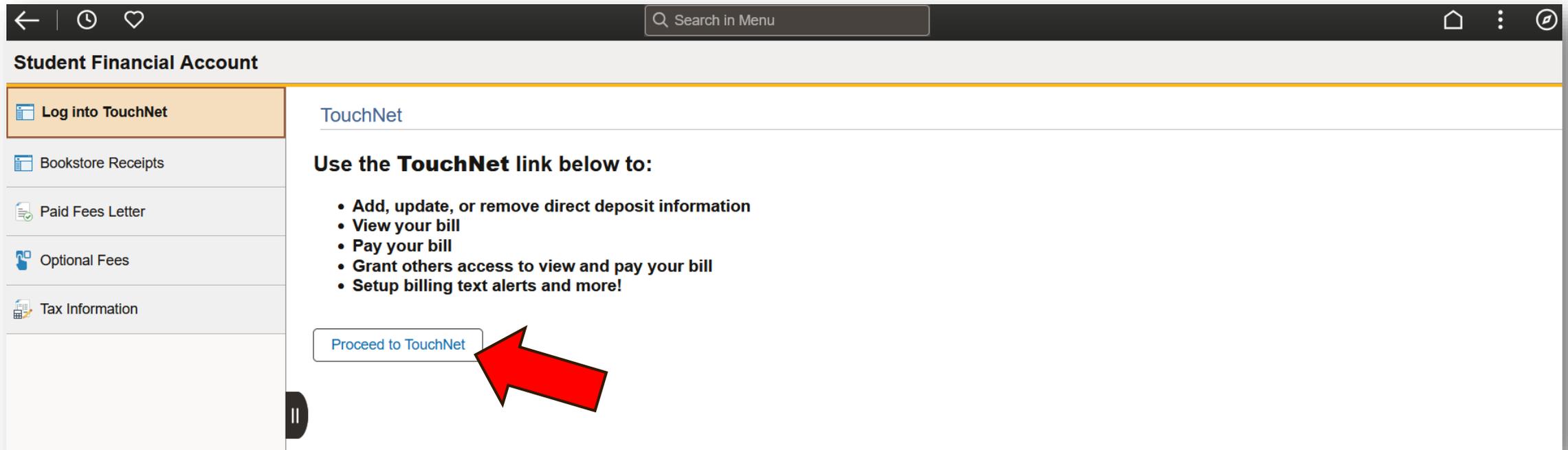
Enrolling in a Payment Plan in TouchNet Plan in TouchNet

Step 1: Navigate to <http://myzou.missouri.edu> and select the “Financial Account” tile.



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Step 2: Select “Log into TouchNet” and click “Proceed to TouchNet.”



Student Financial Account

TouchNet

Use the **TouchNet** link below to:

- Add, update, or remove direct deposit information
- View your bill
- Pay your bill
- Grant others access to view and pay your bill
- Setup billing text alerts and more!

[Proceed to TouchNet](#)



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Step 3: Select On the TouchNet homepage, click “Enroll in Payment Plan.”

The screenshot shows the TouchNet student account dashboard. At the top, there is a navigation bar with links for My Account, My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. On the right side of the navigation bar, there is a 'Select Student' dropdown and a notification bell icon with a red '1'.

The main content area is divided into several sections:

- Announcement:** A message titled "Welcome students and parents!" with a link to "International Students - Important Message:". It mentions that international payments can now be made in local currency and provides a URL for TransferMate.
- Express Payment:** A section with a "Select Option" dropdown and a "Go!" button.
- Student Account:** A section displaying account information for a student with ID [REDACTED]. It shows:
 - Balance: \$11,601.11
 - Estimated Financial Aid: \$500.00
 - Balance including estimated aid: \$11,101.11At the bottom of this section are two buttons: "View Activity" and "Enroll in Payment Plan". A red arrow points to the "Enroll in Payment Plan" button.
- Statements:** A section with an information icon and the text "Click the button to view your current account balance and details." and a "View On Demand Statement" button. Below this, there are two rows of statements:
 - "Your latest eBill Statement (5/8/24) Statement : \$0.00" with a "View Statements" button.
 - "Your latest 1098-T Tax statement 2024 1098-T Statement" with a "View Statements" button.
- My Profile Setup:** A sidebar menu with icons and links for:
 - Personal Profile
 - Payment Profile
 - Security Settings
 - Consents and Agreements
 - Electronic Refunds
- Term Balances:** A table showing the balance for Spring 2025 as \$11,101.11.



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Step 4: Use the drop-down to select the correct term. Then, you will see the plan options available. Click “Select” next to the payment plan you would like to enroll in.

Payment Plan Enrollment

Select Schedule Agreement

Select a term Spring 2025 Select

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Spring 2025 Payment Plan - (Standard)	\$50.00	2	1.00%	Details Select



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Step 5:

The next screen will give a breakdown of your plan information including due dates and installment amounts, as well as the ability to set up scheduled payments for them.

Please note that scheduled payments are NOT required.

After making that selection, click “Continue.”

Spring 2025 Payment Plan - (Standard)

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Plan Description

This plan is a budget friendly plan that allows students and/or families to make three equal payments over the course of the semester. Any missed installment date will result in a late fee of 1% of the remaining balance being added to your student account. Missed installments will result in financial holds being placed on your account, preventing you from registering for future registration activities and/or accessing your transcript until the installments are brought current.

Show More

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Student Accounts Receivable	11,601.11	
Financial Aid		500.00
Balance:		11,101.11

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

Installments	Due Date	Amount(\$)
Installment 1	4/10/25	5,550.56
Installment 2	5/10/25	5,550.55
Total of installments:		11,101.11

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Your preferred payment method will be automatically used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel Continue



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Step 6:

Next, the Payment Plan Agreement will be generated.

Please read through the agreement completely to ensure you understand all parts of the financing agreement.

After you have read the agreement, select “I agree to the payment plan agreement.”

Please note: The “Print Agreement” option does NOT mean you are finished enrolling in the plan. Be sure to continue through the next screen to finalize your enrollment.

Payment Plan Agreement

You must accept this agreement to enroll in this payment plan. **You will need to scroll through the agreement and select the checkbox to continue.**

Please read the following agreement carefully before you continue.

School Name: ("School")

University of Missouri

School Address:

325 Jesse Hall

Columbia, MO 65211

FEDERAL TRUTH IN LENDING ACT DISCLOSURES

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
0.00%	\$0.00	\$11,101.11	\$11,101.11

I agree to the payment plan agreement.

Print Agreement

Back

Cancel

Continue



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Step 7:

After agreeing to the Payment Plan Agreement, you'll be redirected back to the Payment Plan page. Here, you can confirm that your enrollment has been successful. You'll also receive an email with the confirmation and a copy of your agreement.

If you have not received this email, you are NOT fully enrolled in a plan.

Payment Plans

Manage Plans

Plan History

You have successfully enrolled in Spring 2025 Payment Plan - (Standard).

 You are enrolled in a payment plan for the current term.

Spring 2025 Payment Plan - (Standard)

Plan name	Spring 2025 Payment Plan - (Standard)	Payoff amount	\$11,101.11
Enrolled by	[REDACTED]		
Enrollment date	3/25/25		
Term	Spring 2025		

[View Agreement](#)

[Pay Off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Spring 2025 Payment Plan - (Standard) -- Installment 1 of 2	4/10/25	Unpaid				\$5,550.56	
Spring 2025 Payment Plan - (Standard) -- Installment 2 of 2	5/10/25	Unpaid				\$5,550.55	

[Schedule All Installments](#)

[Pay Next Installment](#)



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Step 8: Going forward, you can view the plan information as well as add or remove any scheduled payments from your TouchNet homepage.

The screenshot displays the TouchNet student account dashboard. At the top, there is a navigation bar with links for My Account, My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. On the right side of the navigation bar, there is a 'Select Student' dropdown and a notification bell icon with a red '1'.

Announcement: A message titled 'Welcome students and parents!' regarding international payments, with a link to 'International Students - Important Message' and the TransferMate logo.

Express Payment: A section with a 'Select Option' dropdown and a 'Go!' button.

Student Account: A section showing account details for a student with ID [REDACTED].

Balance	\$11,601.11
Estimated Financial Aid	\$500.00
Balance including estimated aid	\$11,101.11

A 'View Activity' button is located below the account details.

Payment Plans: A section for the 'Spring 2025 Payment Plan - (Standard)' with a total amount of \$11,101.11. It includes buttons for 'Pay Off Plan' and 'Pay Next Installment'.

Unscheduled installments	Date	Amount	Action
Installment 1 of 2	4/10/25	\$5,550.56	
Installment 2 of 2	5/10/25	\$5,550.55	

A 'Schedule All Installments' button is located at the bottom of the payment plan section.

My Profile Setup: A section with links to Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Electronic Refunds.

Term Balances: A section showing 'Spring 2025' with a status of 'Covered by plan'.



Questions?

For more information contact Mizzou's Cashiers Office:

Cashers Office

University of Missouri-
Columbia
325 Jesse Hall
Columbia, MO 65211

Office Hours

Monday – Friday
8:00AM – 5:00PM CST

Call Center Hours

Monday – Friday
8:30am – 11:30AM &
12:00PM – 4:30PM CST

Phone: (573) 882-3097
Fax: (573) 882-4453

Self Service Portal:
mizzou.us/askcashiers

